WD 05-2367 (Rev.-15) was first posted on www.wdol.gov on 12/30/2014 ***********************

REGISTER OF WAGE DETERMINATIONS UNDER | U.S. DEPARTMENT OF LABOR

THE SERVICE CONTRACT ACT | EMPLOYMENT STANDARDS ADMINISTRATION By direction of the Secretary of Labor | WAGE AND HOUR DIVISION WASHINGTON D.C. 20210

Diane C. Koplewski Division of | Revision No.: 15

| Wage Determination No.: 2005-2367

Director Wage Determinations | Date Of Revision: 12/22/2014

Note: Executive Order (EO) 13658 establishes an hourly minimum wage of \$10.10 for 2015 that applies to all contracts subject to the Service Contract Act

which the solicitation is issued on or after January 1, 2015. If this

is covered by the EO, the contractor must pay all workers in any classification listed on this wage determination at least \$10.10 (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract. The EO minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under the EO is available at www.dol.gov/whd/govcontracts.

State: New York

Area: New York Counties of Albany, Columbia, Fulton, Greene, Montgomery, Rensselaer, Saratoga, Schenectady, Schoharie, Warren, Washington

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**Fringe Benefits Required Follow the Occupational Listing**
OCCUPATION CODE - TITLE
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01000 - Administrative Support And Clerical Occupations

01011 - Accounting Clerk I

13.81

01012 - Accounting Clerk II

15.49

01013 - Accounting Clerk III

01020 - Administrative Assistant

19.63

01040 - Court Reporter

24.28

01051 - Data Entry Operator I

12.77

01052 - Data Entry Operator II

14.43

01060 - Dispatcher, Motor Vehicle

01070 - Document Preparation Clerk

13.37

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01090 - Duplicating Machine Operator
13.37
  01111 - General Clerk I
12.34
  01112 - General Clerk II
13.47
 01113 - General Clerk III
15.11
 01120 - Housing Referral Assistant
17.42
 01141 - Messenger Courier
11.76
 01191 - Order Clerk I
13.32
 01192 - Order Clerk II
14.54
  01261 - Personnel Assistant (Employment) I
14.63
  01262 - Personnel Assistant (Employment) II
  01263 - Personnel Assistant (Employment) III
18.24
 01270 - Production Control Clerk
21.51
 01280 - Receptionist
11.76
 01290 - Rental Clerk
13.56
  01300 - Scheduler, Maintenance
  01311 - Secretary I
14.73
 01312 - Secretary II
16.48
 01313 - Secretary III
18.38
 01320 - Service Order Dispatcher
15.81
 01410 - Supply Technician
19.62
 01420 - Survey Worker
15.79
  01531 - Travel Clerk I
11.42
  01532 - Travel Clerk II
12.32
 01533 - Travel Clerk III
13.23
 01611 - Word Processor I
13.26
 01612 - Word Processor II
14.90
  01613 - Word Processor III
16.66
05000 - Automotive Service Occupations
  05005 - Automobile Body Repairer, Fiberglass
18.34
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05010 - Automotive Electrician
17.60
  05040 - Automotive Glass Installer
16.87
  05070 - Automotive Worker
16.87
 05110 - Mobile Equipment Servicer
15.41
 05130 - Motor Equipment Metal Mechanic
18.34
 05160 - Motor Equipment Metal Worker
16.87
  05190 - Motor Vehicle Mechanic
19.75
  05220 - Motor Vehicle Mechanic Helper
14.49
  05250 - Motor Vehicle Upholstery Worker
16.14
  05280 - Motor Vehicle Wrecker
16.87
  05310 - Painter, Automotive
18.03
 05340 - Radiator Repair Specialist
16.87
 05370 - Tire Repairer
14.61
  05400 - Transmission Repair Specialist
07000 - Food Preparation And Service Occupations
  07010 - Baker
13.73
  07041 - Cook I
12.80
 07042 - Cook II
14.06
 07070 - Dishwasher
8.57
  07130 - Food Service Worker
9.61
  07210 - Meat Cutter
15.19
  07260 - Waiter/Waitress
9.24
09000 - Furniture Maintenance And Repair Occupations
  09010 - Electrostatic Spray Painter
19.76
  09040 - Furniture Handler
13.47
 09080 - Furniture Refinisher
19.76
 09090 - Furniture Refinisher Helper
16.01
 09110 - Furniture Repairer, Minor
18.19
  09130 - Upholsterer
19.11
11000 - General Services And Support Occupations
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11030 - Cleaner, Vehicles
11.11
  11060 - Elevator Operator
11.11
 11090 - Gardener
15.33
 11122 - Housekeeping Aide
12.07
 11150 - Janitor
12.07
 11210 - Laborer, Grounds Maintenance
11.82
 11240 - Maid or Houseman
9.68
 11260 - Pruner
11.40
  11270 - Tractor Operator
14.25
 11330 - Trail Maintenance Worker
11.82
 11360 - Window Cleaner
12.75
12000 - Health Occupations
 12010 - Ambulance Driver
15.26
 12011 - Breath Alcohol Technician
17.63
 12012 - Certified Occupational Therapist Assistant
18.98
  12015 - Certified Physical Therapist Assistant
22.24
 12020 - Dental Assistant
16.16
 12025 - Dental Hygienist
29.79
 12030 - EKG Technician
21.84
 12035 - Electroneurodiagnostic Technologist
22.67
 12040 - Emergency Medical Technician
 12071 - Licensed Practical Nurse I
15.76
  12072 - Licensed Practical Nurse II
17.63
 12073 - Licensed Practical Nurse III
19.66
 12100 - Medical Assistant
13.68
 12130 - Medical Laboratory Technician
17.65
 12160 - Medical Record Clerk
13.68
 12190 - Medical Record Technician
 12195 - Medical Transcriptionist
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16.19

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12210 - Nuclear Medicine Technologist
33.64
  12221 - Nursing Assistant I
10.61
 12222 - Nursing Assistant II
11.93
 12223 - Nursing Assistant III
13.02
 12224 - Nursing Assistant IV
14.61
 12235 - Optical Dispenser
18.79
 12236 - Optical Technician
17.61
 12250 - Pharmacy Technician
13.86
  12280 - Phlebotomist
14.61
 12305 - Radiologic Technologist
25.48
 12311 - Registered Nurse I
22.63
 12312 - Registered Nurse II
27.69
 12313 - Registered Nurse II, Specialist
27.69
 12314 - Registered Nurse III
33.50
 12315 - Registered Nurse III, Anesthetist
 12316 - Registered Nurse IV
40.15
 12317 - Scheduler (Drug and Alcohol Testing)
13000 - Information And Arts Occupations
 13011 - Exhibits Specialist I
20.39
 13012 - Exhibits Specialist II
25.27
 13013 - Exhibits Specialist III
 13041 - Illustrator I
21.59
  13042 - Illustrator II
26.76
 13043 - Illustrator III
33.49
 13047 - Librarian
29.12
 13050 - Library Aide/Clerk
12.75
 13054 - Library Information Technology Systems
23.85
 Administrator
 13058 - Library Technician
15.27
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13061 - Media Specialist I
17.67
  13062 - Media Specialist II
19.76
 13063 - Media Specialist III
22.03
 13071 - Photographer I
16.02
 13072 - Photographer II
20.38
 13073 - Photographer III
25.24
 13074 - Photographer IV
31.60
 13075 - Photographer V
36.65
  13110 - Video Teleconference Technician
20.61
14000 - Information Technology Occupations
  14041 - Computer Operator I
15.64
 14042 - Computer Operator II
17.49
 14043 - Computer Operator III
20.68
 14044 - Computer Operator IV
22.89
 14045 - Computer Operator V
25.40
  14071 - Computer Programmer I
19.79
  14072 - Computer Programmer II
24.29
 14073 - Computer Programmer III
                                                          (see 1)
 14074 - Computer Programmer IV
                                                          (see 1)
 14101 - Computer Systems Analyst I
                                                          (see 1)
 14102 - Computer Systems Analyst II
                                                          (see 1)
 14103 - Computer Systems Analyst III
                                                          (see 1)
 14150 - Peripheral Equipment Operator
15.64
 14160 - Personal Computer Support Technician
15000 - Instructional Occupations
  15010 - Aircrew Training Devices Instructor (Non-Rated)
30.50
  15020 - Aircrew Training Devices Instructor (Rated)
33.57
 15030 - Air Crew Training Devices Instructor (Pilot)
39.22
 15050 - Computer Based Training Specialist / Instructor
28.63
 15060 - Educational Technologist
26.69
 15070 - Flight Instructor (Pilot)
 15080 - Graphic Artist
21.56
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15090 - Technical Instructor
19.93
  15095 - Technical Instructor/Course Developer
24.38
 15110 - Test Proctor
16.08
 15120 - Tutor
16.08
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations
 16010 - Assembler
8.70
 16030 - Counter Attendant
8.70
 16040 - Dry Cleaner
10.09
  16070 - Finisher, Flatwork, Machine
  16090 - Presser, Hand
8.70
 16110 - Presser, Machine, Drycleaning
8.70
 16130 - Presser, Machine, Shirts
8.70
 16160 - Presser, Machine, Wearing Apparel, Laundry
8.70
 16190 - Sewing Machine Operator
10.69
 16220 - Tailor
11.29
  16250 - Washer, Machine
19000 - Machine Tool Operation And Repair Occupations
  19010 - Machine-Tool Operator (Tool Room)
18.48
 19040 - Tool And Die Maker
22.69
21000 - Materials Handling And Packing Occupations
  21020 - Forklift Operator
16.64
  21030 - Material Coordinator
  21040 - Material Expediter
20.72
  21050 - Material Handling Laborer
14.63
  21071 - Order Filler
13.63
  21080 - Production Line Worker (Food Processing)
16.84
 21110 - Shipping Packer
14.27
  21130 - Shipping/Receiving Clerk
14.27
 21140 - Store Worker I
 21150 - Stock Clerk
16.52
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21210 - Tools And Parts Attendant
16.64
  21410 - Warehouse Specialist
16.64
23000 - Mechanics And Maintenance And Repair Occupations
  23010 - Aerospace Structural Welder
27.23
 23021 - Aircraft Mechanic I
26.30
  23022 - Aircraft Mechanic II
27.23
 23023 - Aircraft Mechanic III
28.26
  23040 - Aircraft Mechanic Helper
20.47
  23050 - Aircraft, Painter
25.05
  23060 - Aircraft Servicer
23.28
 23080 - Aircraft Worker
24.27
 23110 - Appliance Mechanic
19.76
 23120 - Bicycle Repairer
15.21
 23125 - Cable Splicer
30.33
  23130 - Carpenter, Maintenance
19.42
  23140 - Carpet Layer
21.35
  23160 - Electrician, Maintenance
23.15
 23181 - Electronics Technician Maintenance I
21.20
 23182 - Electronics Technician Maintenance II
22.57
  23183 - Electronics Technician Maintenance III
23.77
 23260 - Fabric Worker
20.12
  23290 - Fire Alarm System Mechanic
21.14
  23310 - Fire Extinguisher Repairer
18.66
  23311 - Fuel Distribution System Mechanic
27.70
 23312 - Fuel Distribution System Operator
23.63
 23370 - General Maintenance Worker
17.24
  23380 - Ground Support Equipment Mechanic
26.30
 23381 - Ground Support Equipment Servicer
 23382 - Ground Support Equipment Worker
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24.27

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23391 - Gunsmith I
18.33
  23392 - Gunsmith II
21.35
  23393 - Gunsmith III
23.94
 23410 - Heating, Ventilation And Air-Conditioning
18.89
 Mechanic
  23411 - Heating, Ventilation And Air Contditioning
19.55
 Mechanic (Research Facility)
  23430 - Heavy Equipment Mechanic
  23440 - Heavy Equipment Operator
22.51
  23460 - Instrument Mechanic
28.61
  23465 - Laboratory/Shelter Mechanic
22.73
  23470 - Laborer
12.18
 23510 - Locksmith
19.98
 23530 - Machinery Maintenance Mechanic
24.92
 23550 - Machinist, Maintenance
20.44
  23580 - Maintenance Trades Helper
15.64
  23591 - Metrology Technician I
28.61
 23592 - Metrology Technician II
29.61
 23593 - Metrology Technician III
30.75
  23640 - Millwright
26.51
  23710 - Office Appliance Repairer
20.69
  23760 - Painter, Maintenance
19.76
  23790 - Pipefitter, Maintenance
  23810 - Plumber, Maintenance
21.19
  23820 - Pneudraulic Systems Mechanic
23.94
 23850 - Rigger
23.94
  23870 - Scale Mechanic
21.35
  23890 - Sheet-Metal Worker, Maintenance
  23910 - Small Engine Mechanic
17.24
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23931 - Telecommunications Mechanic I
29.59
  23932 - Telecommunications Mechanic II
30.64
  23950 - Telephone Lineman
29.59
 23960 - Welder, Combination, Maintenance
20.57
  23965 - Well Driller
21.16
  23970 - Woodcraft Worker
23.94
  23980 - Woodworker
17.31
24000 - Personal Needs Occupations
  24570 - Child Care Attendant
10.09
  24580 - Child Care Center Clerk
12.58
  24610 - Chore Aide
10.56
 24620 - Family Readiness And Support Services
14.29
 Coordinator
  24630 - Homemaker
15.05
25000 - Plant And System Operations Occupations
  25010 - Boiler Tender
24.11
  25040 - Sewage Plant Operator
19.64
  25070 - Stationary Engineer
24.11
  25190 - Ventilation Equipment Tender
16.73
  25210 - Water Treatment Plant Operator
27000 - Protective Service Occupations
  27004 - Alarm Monitor
17.85
  27007 - Baggage Inspector
12.63
  27008 - Corrections Officer
  27010 - Court Security Officer
22.02
  27030 - Detection Dog Handler
18.45
 27040 - Detention Officer
23.40
  27070 - Firefighter
21.69
  27101 - Guard I
12.63
  27102 - Guard II
16.99
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27131 - Police Officer I
23.40
  27132 - Police Officer II
26.00
28000 - Recreation Occupations
  28041 - Carnival Equipment Operator
11.82
 28042 - Carnival Equipment Repairer
12.80
  28043 - Carnival Equpment Worker
8.92
  28210 - Gate Attendant/Gate Tender
13.69
  28310 - Lifeguard
11.01
  28350 - Park Attendant (Aide)
15.66
  28510 - Recreation Aide/Health Facility Attendant
11.35
 28515 - Recreation Specialist
14.29
 28630 - Sports Official
12.47
 28690 - Swimming Pool Operator
16.24
29000 - Stevedoring/Longshoremen Occupational Services
 29010 - Blocker And Bracer
22.09
  29020 - Hatch Tender
  29030 - Line Handler
22.09
 29041 - Stevedore I
21.85
 29042 - Stevedore II
24.04
30000 - Technical Occupations
  30010 - Air Traffic Control Specialist, Center (HFO)
                                                         (see 2)
35.77
 30011 - Air Traffic Control Specialist, Station (HFO)
  30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)
27.15
  30021 - Archeological Technician I
15.74
 30022 - Archeological Technician II
17.61
 30023 - Archeological Technician III
21.81
 30030 - Cartographic Technician
21.81
  30040 - Civil Engineering Technician
23.09
 30061 - Drafter/CAD Operator I
 30062 - Drafter/CAD Operator II
17.61
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30063 - Drafter/CAD Operator III
19.65
  30064 - Drafter/CAD Operator IV
24.17
  30081 - Engineering Technician I
15.61
 30082 - Engineering Technician II
17.52
 30083 - Engineering Technician III
19.60
  30084 - Engineering Technician IV
24.29
 30085 - Engineering Technician V
29.71
  30086 - Engineering Technician VI
35.94
  30090 - Environmental Technician
20.92
  30210 - Laboratory Technician
20.77
  30240 - Mathematical Technician
21.81
 30361 - Paralegal/Legal Assistant I
16.72
 30362 - Paralegal/Legal Assistant II
19.83
 30363 - Paralegal/Legal Assistant III
23.43
  30364 - Paralegal/Legal Assistant IV
  30390 - Photo-Optics Technician
21.81
 30461 - Technical Writer I
21.46
 30462 - Technical Writer II
26.24
 30463 - Technical Writer III
30.21
 30491 - Unexploded Ordnance (UXO) Technician I
22.74
 30492 - Unexploded Ordnance (UXO) Technician II
27.51
  30493 - Unexploded Ordnance (UXO) Technician III
32.97
  30494 - Unexploded (UXO) Safety Escort
22.74
  30495 - Unexploded (UXO) Sweep Personnel
22.74
 30620 - Weather Observer, Combined Upper Air Or
                                                         (see 2)
19.65
  Surface Programs
  30621 - Weather Observer, Senior
                                                          (see 2)
21.81
31000 - Transportation/Mobile Equipment Operation Occupations
  31020 - Bus Aide
13.56
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31030 - Bus Driver
18.39
  31043 - Driver Courier
13.87
  31260 - Parking and Lot Attendant
10.86
 31290 - Shuttle Bus Driver
13.65
 31310 - Taxi Driver
11.52
  31361 - Truckdriver, Light
13.65
 31362 - Truckdriver, Medium
15.55
  31363 - Truckdriver, Heavy
19.04
  31364 - Truckdriver, Tractor-Trailer
19.04
99000 - Miscellaneous Occupations
  99030 - Cashier
8.94
  99050 - Desk Clerk
10.66
  99095 - Embalmer
23.67
 99251 - Laboratory Animal Caretaker I
  99252 - Laboratory Animal Caretaker II
13.04
  99310 - Mortician
31.14
  99410 - Pest Controller
16.25
  99510 - Photofinishing Worker
13.41
 99710 - Recycling Laborer
16.50
  99711 - Recycling Specialist
19.47
  99730 - Refuse Collector
14.79
  99810 - Sales Clerk
12.24
  99820 - School Crossing Guard
10.89
  99830 - Survey Party Chief
21.63
  99831 - Surveying Aide
12.89
 99832 - Surveying Technician
19.67
  99840 - Vending Machine Attendant
13.40
 99841 - Vending Machine Repairer
  99842 - Vending Machine Repairer Helper
13.40
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ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$4.02 per hour or \$160.80 per week or \$696.79 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 8 years, 4 weeks after 15 years, and 5 weeks after 25 years.

Length of service includes the whole span of continuous service with the present

contractor or successor, wherever employed, and with the predecessor contractors in $% \left(1\right) =\left(1\right) +\left(1\right)$

the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year: New Year's Day, Martin Luther

King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day.

contractor may substitute for any of the named holidays another day off with pay in

accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) COMPUTER EMPLOYEES: Under the SCA at section $8\,(b)$, this wage determination does

not apply to any employee who individually qualifies as a bona fide executive,

administrative, or professional employee as defined in 29 C.F.R. Part 541. Because

most Computer System Analysts and Computer Programmers who are compensated at a rate

not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per

week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.

400) wage rates may not be listed on this wage determination for all occupations $\ensuremath{\mathsf{S}}$

within those job families. In addition, because this wage determination may not

list a wage rate for some or all occupations within those job families if the survey

data indicates that the prevailing wage rate for the occupation equals or exceeds

\$27.63 per hour conformances may be necessary for certain nonexempt employees. For

example, if an individual employee is nonexempt but nevertheless performs duties $\frac{1}{2}$

within the scope of one of the Computer Systems Analyst or Computer Programmer

occupations for which this wage determination does not specify an SCA wage rate,

then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage $\frac{1}{2}$

determination.

Additionally, because job titles vary widely and change quickly in the computer

industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees

who satisfy the compensation requirements and whose primary duty consists of:

- (1) The application of systems analysis techniques and procedures, including
- consulting with users, to determine hardware, software or system functional specifications;
- (2) The design, development, documentation, analysis, creation, testing or

modification of computer systems or programs, including prototypes, based on and

related to user or system design specifications;

(3) The design, documentation, testing, creation or modification of computer

programs related to machine operating systems; or

- (4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).
- 2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS NIGHT PAY & SUNDAY PAY: If you

work at night as part of a regular tour of duty, you will earn a night differential

and receive an additional 10% of basic pay for any hours worked between 6pm and 6am.

If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday

premium of 25% of your basic rate for each hour of Sunday work which is not overtime

(i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees

employed in a position that represents a high degree of hazard when working with or

in close proximity to ordinance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive

ordance, explosives, and pyrotechnic compositions such as lead azide, black powder

and photoflash powder. All dry-house activities involving propellants or explosives.

Demilitarization, modification, renovation, demolition, and maintenance operations

on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that

represents a low degree of hazard when working with, or in close proximity to ordance, (or employees possibly adjacent to) explosives and incendiary materials

which involves potential injury such as laceration of hands, face, or arms of the

employee engaged in the operation, $\,$ irritation of the skin, minor burns and the

like; minimal damage to immediate or adjacent work area or equipment being used.

All operations involving, unloading, storage, and hauling of ordance, explosive, and

incendiary ordnance material other than small arms ammunition. These differentials

are only applicable to work that has been specifically designated by the agency for $\ensuremath{\mathsf{S}}$

ordance, explosives, and incendiary material differential pay.

** UNIFORM ALLOWANCE **

If employees are required to wear uniforms in the performance of this contract

(either by the terms of the Government contract, by the employer, by the state or

local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an

employee where such cost reduces the hourly rate below that required by the wage

determination. The Department of Labor will accept payment in accordance with the

following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual

cost of the uniforms. In addition, where uniform cleaning and maintenance is made

the responsibility of the employee, all contractors and subcontractors subject to

this wage determination shall (in the absence of a bona fide collective bargaining

agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning

and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in

those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do

not require any special treatment such as dry cleaning, daily washing, or commercial

laundering in order to meet the cleanliness or appearance standards set by the terms

of the Government contract, by the contractor, by law, or by the nature of the work,

there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A

links to the Directory may be found on the WHD home page at http://www.dol. gov/esa/whd/ or through the Wage Determinations On-Line (WDOL) Web site at http://wdol.gov/.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is

not listed herein and which is to be employed under the contract (i.e., the work to

be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted

classifications and the classifications listed in the wage determination. Such

conformed classes of employees shall be paid the monetary wages and furnished the

fringe benefits as are determined. Such conforming process shall be initiated by

the contractor prior to the performance of contract work by such unlisted class(es)

of employees. The conformed classification, wage rate, and/or fringe benefits shall

be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)}

When multiple wage determinations are included in a contract, a separate SF 1444

should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).

2) After contract award, the contractor prepares a written report listing in order

proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage

rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized $\frac{1}{2}$

representative, the employees themselves. This report should be submitted to the

contracting officer no later than 30 days after such unlisted class(es) of employees $% \left(1\right) =\left(1\right) +\left(1\right$

performs any contract work.

3) The contracting officer reviews the proposed action and promptly submits a report

of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage

and Hour Division, Employment Standards Administration, U.S. Department of Labor,

for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).

4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or

disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process

the request.

- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure

that duties requested are not performed by a classification already listed in

wage determination. Remember, it is not the job title, but the required tasks that

determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.